



★ SPECIAL SECURITY OFFICE (SSO)

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The AFMS 3570 equation applies to peacetime operations in all SSOs **except**: HQ NAIC, Wright-Patterson AFB, Ohio; Lindsey AS, Germany; HQ USAFE, Ramstein AB, Germany; Osan AB, Korea; Goodfellow AFB, Texas; and Air Intelligence Agency units. This AFMS also does not apply to the Air National Guard and Air Force Reserve. This AFMS does not apply to locations that have completed an Office of Management and Budget (OMB) Circular A-76 cost comparison study in Functional Account Code (FAC) 3570. USAFINTEL 201-1, *The Security, Use, and Documentation of Sensitive Compartmented Information (SCI)*; AFR 205 series; and Defense Intelligence Agency (DIA) Manuals, 50 series, contain USAF policy and procedural guidance for the SSO. This AFMS was developed in accordance with policies and procedures contained in AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMEA/AEDD, 550 E Street East, Randolph AFB TX 78150-4451.

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 3570, 22 June 1990. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS. This update does not involve substantive modifications to the content of AFMS 3570. Changes are identified with a star (★).

1. Standard Data:

1.1. **Approval Date.** December 1989

1.2. **Man-hour Data Source.** Operational Audit Technique.

1.3. **Man-hour Equation.** $Y = 142.0 + 29.14 (X1) + 0.05041 (X2)$

1.4. Workload Factors:

1.4.1. X1:

1.4.1.1. **Title.** A Sensitive Compartmented Information Facility (SCIF) Managed.

1.4.1.2. **Definition.** The average monthly number of fully accredited SCIFs managed. For MAJCOMs, include both accredited SCIFs at headquarters level and accredited SCIFs at the numbered Air Force level and their subordinate SCIFs. At NAF level, include NAF-level and subordinate SCIFs.

★ 1.4.1.3. **Source.** HQ USAF/INXFS Fact Sheet, which is filed at the MAJCOM or base SSO.

1.4.2. X2:

1.4.2.1. **Title.** A Sensitive Compartmented Information (SCI) Billet.

1.4.2.2. **Definition.** The average monthly number of assigned billets that are managed by an SSO. For MAJCOMs, include all MAJCOM assigned billets, including NAF and subordinate level assigned billets. For NAF, include NAF level and subordinate assigned billets. For HQ AETC, include the average monthly number of training personnel requirements (TPR) for SCI students.

1.4.2.3. **Source.** The monthly billet report, which is filed at the MAJCOM or base SSO. HQ AETC SCI students assigned can be found in the Program Management Document.

1.5. Points of Contact:

1.5.1. **Functional Representative.** Ms. Elizabeth Hall, HQ USAF/INXFS, DSN 224-6164.

1.5.2. **AFMEA Representative.** Ms. Ramona Pope, AFMEA/AEDD, DSN 487-2472, extension 3126.

2. Application Instructions:

2.1. **Step 1.** Collect the most recent 12 months of workload data for the two workload factors. Compute the monthly average number of SCIF's managed and enter for (X1) in the equation. Compute the number of SCI billets assigned and enter for (X2) in the equation. Both workload factors are unclassified.

2.2. **Step 2.** Use the standard equation and average workload factor (WLF) values to compute the required man-hours. Divide man-hours by appropriate man-hour availability factor to obtain fractional manpower requirement for an all-military work center. Round the fractional manpower requirement to whole authorizations as per AFMAN 38-208.

2.3. **Step 3.** Determine the military/civilian manpower requirement IAW AFMAN 38-208 on general procedure for computing the manpower mix during impact application.

★2.4. **Step 4.** Refer to the manpower table to determine proper AFSC, grade, and skill distribution. The lower extrapolation does not apply for this equation, based upon a minimum manpower requirement of three authorizations IAW AFI 14-302, *Control, Protection and Dissemination of Sensitive Compartmented Information*. However, the upper extrapolation limit (2334.82) applies to the application of this man-hour equation.

3. Statement of Conditions (SOC). This work center's normal hours of operation are 8 hours a day, 5 days a week. No environmental factors were identified that have a manpower impact upon this work center.

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Attachments

1. Process Oriented Description
2. Standard Manpower Table

PROCESS ORIENTED DESCRIPTION**SPECIAL SECURITY OFFICE (SSO)****A1.1. PERSONNEL SECURITY:****A1.1.1. MANAGES BILLET:**

A1.1.1.1. DETERMINES BILLET REQUIREMENT. Provides customer with guidance pertaining to information on personnel security matters.

A1.1.1.2. REVIEWS BILLET REQUEST:

A1.1.1.2.1. REVIEWS CONTRACTOR REQUEST. Coordinates with contractor monitor. Checks DD Form 254, **Contract Security Classification Specification**, for format, justification and validation by Senior Intelligence Officer (SIO).

★A1.1.1.2.2. REVIEWS CONSULTANT REQUEST. Checks DD Form 2292, **Request for Appointment or Renewal of Appointment of Consultant or Expert**, for format, justification, and validation of SIO.

A1.1.1.2.3. REVIEWS MILITARY DOD CIVILIAN REQUEST. Checks request for format, justification and validation of SIO.

A1.1.1.3. PROCESSES BILLET REQUEST. Types and proofs letter/message and forwards supporting documentation to approval authority.

A1.1.1.3.1. PREPARES MILITARY DOD CIVILIAN BILLET REQUEST.

A1.1.1.3.2. PREPARES CONTRACTOR BILLET REQUEST.

A1.1.1.3.3. PREPARES CONSULTANT BILLET REQUEST.

A1.1.1.4. PROCESSES APPROVED BILLET REQUEST. Notifies OPR by message or letter and ensures data code is added to the Unit Manpower Document (UMD).

A1.1.1.5. PROCESSES DISAPPROVED BILLET REQUEST. Notifies OPR, for additional justification and/or supporting documentation.

A1.1.1.6. PERFORMS SCI BILLET MODIFICATION ACTION. Prepares and sends message to appropriate agency, makes change to Sensitive Compartmented Intelligence Billet Structure (SCIBS) and the UMD.

A1.1.1.6.1. DELETES BILLET.

A1.1.1.6.2. REALIGNS BILLET.

A1.1.1.6.3. PREPARES INCUMBENT SCIBS CHANGE.

A1.1.1.6.4. PREPARES MISCELLANEOUS BILLET SCIBS CHANGE.

A1.1.1.7. PERFORMS ANNUAL REASSESSMENT AND PREPARES REPORT OF ACTION. Reviews SCIB, to reassess need-to-know for Sensitive Compartmented Information (SCI) on each position. Prepares, proofs, and forwards report to the appropriate approval authority.

A1.1.1.8. FORMATS SCI BILLET STRUCTURE:

A1.1.1.8.1. FORMATS COMPUTERIZED SCI BILLET STRUCTURE.

A1.1.1.8.2. FORMATS NONAUTOMATED SCI BILLET STRUCTURE.

A1.1.1.9. DISTRIBUTES SCIB. Mails, prints copy, calls/coordinates, wraps, distributes updated SCIB to subordinate units.

A1.1.1.10. ENSURES SCI PERSONNEL ARE CODED. Screens UMD to ensure personnel in the SCI program are assigned to properly coded manpower positions in the Personnel Data System.

★A1.1.1.11. ENSURES INTELLIGENCE RESERVE BILLET IS MAINTAINED. Ensures HQ AIA/RE billet structure is maintained on the Supported Intelligence Reserve Detachment.

A1.1.1.12. NOTIFIES HIGHER AUTHORITY OF GAMMA BILLET. Notifies the MAJCOM Special Security Office (SSO) and higher headquarters that GAMMA has been added to a billet.

A1.1.1.13. PROCESSES SPECIAL PURPOSE ACCESS (SPA) REQUEST. Ensures SPA has been approved by the SIO and appropriate authority and recorded on the SPA accountability record.

A1.1.1.14. PROCESSES TRANSFER-IN-STATUS MESSAGE:

A1.1.1.14.1. PROCESSES AND SENDS MESSAGE.

A1.1.1.14.2. RECEIVES MESSAGE. Gets message notification, and informs recipient.

A1.1.1.15. VERIFIES REQUEST AND PASSES CERTIFICATION. Performs research, verifies individual's pertinent data, validates access, and passes clearance to servicing SSO.

A1.1.1.16. MANAGES SPECIAL ACCESS PROGRAM. Prepares, maintains separate access list, and secures material in separate files.

A1.1.2. PROCESSES INVESTIGATIVE REQUIREMENT:

A1.1.2.1. ESTABLISHES REINVESTIGATION INTERVAL. Establishes necessary controls to ensure that SCI indoctrinated personnel are reinvestigated at required intervals and requests 5-year Special Background Investigation (SBI)/periodic reinvestigation be submitted, if not already initiated.

A1.1.2.1.1. ESTABLISHES REINVESTIGATION INTERVAL FOR AUTOMATED SYSTEM.

A1.1.2.1.2. ESTABLISHES REINVESTIGATION INTERVAL FOR NONAUTOMATED SYSTEM.

A1.1.2.2. INDOCTRINATES INDIVIDUAL FOR SCI. Ensures preindoctrination interview is completed, ensures Non-Disclosure Agreement is completed and forwarded. Completes SCI Indoctrination Memorandum, tailors SCI briefing to the local environment, briefs individual on what his/her accesses are and presents a film on the sensitivity of the access.

A1.1.2.3. INDOCTRINATES PERSONNEL FOR OTHER ACCESS. Briefs the individual on a particular access and the sensitivity of that particular access, and prepares the updated briefing guide.

A1.1.2.4. PERFORMS REINDOCTRINATION PROGRAM:

A1.1.2.4.1. ESTABLISHES LOCAL ROSTER. Establishes local roster or register showing the date each person was last reindoctrinated.

A1.1.2.4.1.1. ESTABLISHES LOCAL ROSTER AUTOMATED SYSTEM.

A1.1.2.4.1.2. ESTABLISHES LOCAL ROSTER NONAUTOMATED SYSTEM.

A1.1.2.4.2. REINDOCTRINATES INDIVIDUAL FOR SCI. Reminds individual on what his/her accesses are and presents film on the sensitivity of the access.

★A1.1.2.5. SENDS ACKNOWLEDGMENT OF WARNING. Counsels individual, types letter, and forwards acknowledgment of warning package to HQ 497 IG/INSA.

A1.1.2.6. SUSPENDS SCI ACCESS:

A1.1.2.6.1. BARS ACCESS. Advises individual being barred, completes paperwork, and reports barring to appropriate authority.

A1.1.2.6.1.1. BARS INDIVIDUAL.

A1.1.2.6.1.2. LIFTS BAR ON INDIVIDUAL.

A1.1.2.6.2. SUSPENDS ACCESS. Advises individual why access is being suspended, and completes DD Form 1848, **SCI Debriefing Memorandum**.

A1.1.2.6.3. REPORTS ACCESS SUSPENSION. Reports access suspension to the MAJCOM SIO and SCI approval authority.

A1.1.2.6.3.1. PERFORMS INITIAL SUSPENSION.

A1.1.2.6.3.2. PERFORMS FOLLOW-UP.

A1.1.2.6.3.3. PROCESSES FINAL REPORT.

A1.1.2.6.3.4. ENTERS ASSIGNMENT LIMITATION CODE. Enters assignment limitation code "B" on military personnel who do not meet SCI eligibility. Types letter, researches, and coordinates assignment and coding.

A1.1.2.7. TERMINATES ACCESS. Advises individual why accesses are terminated, and explains to the individual why they still must protect the information. Prepares and sends data to CBPO.

A1.1.2.8. COMPLETES SCI DEBRIEFING MEMORANDUM. Completes SCI debriefing memorandum, obtains signature of debriefing official and forwards to recipient.

A1.1.2.9. COMPLETES MEMORANDUM OF AGREEMENT (MOA). Completes MOA with local support organizations.

A1.1.2.10. OBTAINS APPROVAL ON "FOR CAUSE" CASE. Performs a military history assessment, performs an assessment determining individual's depth of SCI, assesses damage to national security, performs a personal assessment of the individual on whether the individual would or would not divulge information, briefs commander on "FOR CAUSE" case, and establishes a suspense system.

A1.1.2.11. REVIEWS "FOR CAUSE" CASE. Reviews and forwards case to higher headquarters.

★A1.1.2.12. RECORDS MARRIAGE TO FOREIGN NATIONAL. Records and reports on a marriage of a cleared individual to a foreign national to MAJCOM SIO and HQ 497 IG/INSA.

A1.1.2.13. PROVIDES WAIVER REQUEST. Provides waiver request for individual applying for travel to a sensitive country, assesses the situation, and makes the report.

A1.1.2.14. BRIEFS DEFENSIVE AND RISK OF CAPTURE. Briefs individual if he or she is in trouble to report to an embassy or, if captured by the enemy, to destroy sensitive information, and assesses the individual's depth of knowledge.

A1.1.2.15. PREPARES PERSONNEL DATA REPORT.

A1.1.2.16. REVIEWS PERSONNEL DATA REPORT.

A1.1.2.17. SUBMITS EMERGENCY ACCESS REQUEST. Screens individual's record, interviews individual, types screening interview, and sends message to higher headquarters.

★A1.1.2.18. PREPARES FINANCIAL STATEMENT. Schedules individual, prepares form, and submits form to HQ 497 IG/INSA.

A1.1.2.19. PREPARES MONTHLY NUMBER OF BILLETS, INCUMBENTS AND SPECIAL PURPOSE ACCESS REPORT.

A1.2. COMMUNICATION/TEMPEST SECURITY:

A1.2.1. SECURES CRYPTO MATERIAL:

A1.2.1.1. SECURES USED CRYPTO MATERIAL. Accounts for and destroys used crypto material when returned from the user.

A1.2.1.2. SECURES UNUSED CRYPTO MATERIAL. Accounts for and issues unused crypto material to the user.

A1.2.2. PREPARES USAFINTEL COMPROMISE REPORT. Prepares a USAFINTEL compromise report caused by communication insecurity, and reports it to appropriate authority.

A1.2.3. ENSURES APPLICABLE INSTALLATION CRITERIA. Checks the applicable installation criteria is met.

A1.2.4. PROVIDES GUIDANCE FOR DEFENSE SPECIAL SECURITY COMMUNICATIONS SYSTEM (DSSCS):

A1.2.4.1. ENSURES FAMILIARIZATION. Briefs and tests Information Processing System (IPS) personnel to ensure they are familiar with the DSSCS operating instructions.

A1.2.4.2. ENSURES AVAILABILITY OF PUBLICATIONS. Checks and maintains publications for availability to IPS personnel.

A1.2.4.3. ENSURES CURRENCY OF DSSCS MESSAGES. Ensures numbered files are current, and action was taken to obtain missing messages.

A1.2.4.4. ENSURES QUALITY CONTROL PROGRAM.

A1.2.4.5. ENSURES PROCESSING OF CRITIC MESSAGE. Ensures IPS personnel are trained and proficient in processing a critic message.

A1.2.4.6. PREPARES DSSCS ROUTING GUIDE.

A1.2.5. REVIEWS CIRCUIT VALIDATION PACKAGE. Coordinates with user and other agency, and completes form and sends to appropriate agency.

A1.2.6. REQUESTS EQUIPMENT. Completes paper work and coordinates with required agencies.

A1.2.6.1. REQUESTS STAND-ALONE EQUIPMENT.

A1.2.6.2. REQUESTS AUTOSEVOCOM.

A1.2.6.3. REQUESTS VIDEO CASSETTE.

A1.2.6.4. REQUESTS ROUTING INDICATOR REQUEST.

A1.2.6.5. REQUESTS SECURE FACSIMILE.

A1.2.6.6. REQUESTS LONG HAUL.

A1.2.6.7. REQUESTS MISCELLANEOUS HARDWARE.

A1.2.7. PROCESSES COMMUNICATION TEMPEST EQUIPMENT REQUEST:

A1.2.7.1. SUBMITS VALIDATION PACKAGE:

A1.2.7.2. CONDUCTS 5004/5 SURVEY.

A1.2.7.3. REVIEWS VALIDATION PACKAGE. Submits package to HQ SSO for review and validates against Preferred Product Listing.

A1.2.7.4. INSPECTS INSTALLATION. Inspects installation for proper placement of equipment.

A1.2.7.5. OBTAINS CERTIFICATION. Sends package to higher headquarters and obtains certification from TEMPEST Officer/NCO.

A1.2.7.6. APPROVES PACKAGE. Notifies unit on approval for use of equipment.

A1.2.7.7. REQUESTS TEMPEST PROFILE TEST. Coordinates with other agencies on TEMPEST profile test information.

A1.2.8. REVIEWS EQUIPMENT REQUEST. Reviews equipment request and forwards to higher headquarters and other agencies.

A1.3. PHYSICAL SECURITY:

A1.3.1. DETERMINES PHYSICAL SECURITY REQUIREMENT:

A1.3.1.1. PERFORMS REQUIREMENTS IDENTIFICATION. Coordinates with customer and determines validity of security requirement request.

A1.3.1.1.1. PERFORMS INITIAL REQUIREMENTS IDENTIFICATION.

A1.3.1.1.2. PERFORMS FOLLOW-UP ON REQUIREMENT IDENTIFICATION.

A1.3.1.1.3. SUBMITS VALIDATION CONCEPT TO HIGHER HEADQUARTERS.

A1.3.1.2. SUBMITS STATUS REPORT. Submits status report every 60 days after approval of the concept validation package.

A1.3.1.3. PROCESSES PRECONSTRUCTION REVIEW PACKAGE:

A1.3.1.3.1. PREPARES INITIAL PRECONSTRUCTION REVIEW PACKAGE. Researches directives, coordinates with local authorities and higher headquarters, completes Preconstruction Review Package and forwards to higher headquarters.

A1.3.1.3.2. REVIEWS INITIAL PRECONSTRUCTION REVIEW PACKAGE. Ensures Preconstruction Review Package complies with applicable directives. Provides guidance to and/or answers questions from field unit and forwards to unit.

A1.3.1.3.3. PREPARES FINAL PRECONSTRUCTION REVIEW PACKAGE. Makes corrections to higher headquarters query, coordinates with local authorities and higher headquarters, and forwards package to higher headquarters.

A1.3.1.3.4. PROVIDES TEMPORARY/INTERIM ACCREDITATION.

A1.3.1.3.5. STAFFS FINAL PRECONSTRUCTION PACKAGE. Staffs final Preconstruction Review package and forwards to appropriate agencies.

A1.3.1.3.6. PERFORMS OTHER DESIGN REVIEW.

A1.3.1.3.7. APPROVES PACKAGE. Notifies unit, tasks unit to make modifications, coordinates with other base level agencies, coordinates with builder, and visits site/monitor contractor.

A1.3.1.3.8. PROCESSES FINAL ACCREDITATION PACKAGE. Prepares final accreditation package, reviews and staffs final accreditation package, and notifies unit on accreditation.

A1.3.1.3.8.1. PREPARES FINAL ACCREDITATION PACKAGE.

A1.3.1.3.8.2. REVIEWS FINAL ACCREDITATION PACKAGE.

A1.3.1.3.8.3. NOTIFIES UNIT ON ACCREDITATION.

A1.3.1.4. PROCESSES MOBILE/TRANSPORTABLE CAPABILITY:

A1.3.1.4.1. PERFORMS INITIAL RESEARCH. Coordinates with customer, and assesses needs and requirements.

A1.3.1.4.2. PREPARES INITIAL MOBILE/TRANSPORTABLE CAPABILITY PLAN. Researches directives, coordinates with local authorities and higher headquarters, completes Mobile/Transportable Capability Plan and forwards plan to higher headquarters.

A1.3.1.4.3. REVIEWS INITIAL MOBILE/TRANSPORTABLE CAPABILITY PLAN. Ensures capability plan complies with applicable directives and coordinates with appropriate authorities. Provides guidance to and/or answers question from field unit and forwards plan to unit.

A1.3.1.4.4. PREPARES FINAL MOBILE/TRANSPORTABLE CAPABILITY PLAN. Makes correction to higher headquarters query, coordinates with local authorities and higher headquarters, and forwards package to higher headquarters.

A1.3.1.4.5. STAFFS FINAL MOBILE/TRANSPORTABLE CAPABILITY PLAN. Staffs final capability plan and forwards it to appropriate agencies.

A1.3.1.4.6. APPROVES PLAN. Notifies unit, tasks unit to make modifications, coordinates with other base-level agencies, coordinates with builder, visits site, and monitors contractor.

A1.3.1.4.7. PERFORMS OTHER DESIGN REVIEW.

A1.3.1.4.8. PROVIDES TEMPORARY/INTERIM ACCREDITATION.

A1.3.1.4.9. PROCESSES FINAL MOBILE/TRANSPORTABLE PACKAGE:

A1.3.1.4.9.1. PREPARES FINAL ACCREDITATION PACKAGE.

A1.3.1.4.9.2. REVIEWS FINAL ACCREDITATION PACKAGE.

A1.3.1.4.9.3. NOTIFIES UNIT ON ACCREDITATION.

★A1.3.1.5. ADVISES ON PHYSICAL SECURITY CHANGE. Advises DIA/DAC-2A on physical security changes occurring after the SCIF was initially accredited.

A1.3.1.6. PROCESSES MASTER DEPLOYMENT SECURITY PLAN (MDSP):

A1.3.1.6.1. PREPARES INITIAL MDSP. Researches directives, coordinates with local authorities and higher headquarters, completes MDSP and forwards MDSP to higher headquarters.

A1.3.1.6.2. REVIEWS INITIAL MDSP. Ensures MDSP complies with applicable directives. Provides guidance and/or answers questions to field unit and forwards initial MDSP to unit.

A1.3.1.6.3. PREPARES FINAL MDSP. Makes correction to higher headquarters query, coordinates with local authorities and higher headquarters and forwards MDSP to higher headquarters.

A1.3.1.6.4. STAFFS FINAL MDSP. Ensures correction is completed and forwards MDSP to approving agency.

A1.3.1.6.5. APPROVES PACKAGE. Notifies unit, tasks unit to make modifications, coordinates with other base-level agencies, coordinates with builder, visits site, and monitors contractor.

A1.3.1.7. MAINTAINS CURRENCY OF PHYSICAL SECURITY ACCREDITATION CHECKLIST:

A1.3.1.7.1. PERFORMS ANNUAL REVIEW.

A1.3.1.7.2. PERFORMS QUERY.

A1.3.2. TESTS ALARM SYSTEM:

A1.3.2.1. TESTS ALARM COMPONENT. Tests alarm component to determine operational and functional use.

A1.3.2.2. TESTS GUARD FORCE RESPONSE. Tests alarm system to determine guard force response under "no notice" condition, and maintains a record of alarm testings activation guard force response times to ensure testing is performed.

A1.3.3. SAFEGUARDS TECHNICAL SURVEILLANCE COUNTER MEASURE (TSCM):

A1.3.3.1. REQUESTS A (TSCM) SURVEY. Sends a TSCM request to local OSI.

A1.3.3.2. INITIATES CORRECTIVE ACTION ON TSCM. Initiates corrective action on TSCM and follow-up action taken, and submits report to higher headquarters.

A1.3.4. MANAGES TEMPORARY SECURE WORKING AREA (TSWA). Reviews TSWA report and ensures physical security and two-person control.

A1.3.4.1. ESTABLISHES TEMPORARY SECURE WORKING AREA REQUIREMENT.

A1.3.4.2. ESTABLISHES PERMANENT SECURE WORKING AREA REQUIREMENT.

A1.3.5. PERFORMS RANDOM SEARCH.

A1.3.6. PREPARES REQUEST FOR A WAIVER OF THE "TWO-PERSON" RULE REPORT.

A1.3.7. PREPARES SEMIANNUAL REPORT OF SCI HOLDING FOR SCIF IN EXPOSED AREA.

A1.4. ADMINISTRATIVE SERVICE:

A1.4.1. ESTABLISHES GENERAL SECURITY RESPONSIBILITY:

A1.4.1.1. ESTABLISHES SCI SANITATION PROCEDURE.

A1.4.1.2. MONITORS ACCESS CONTROL PROCEDURE. Establishes internal practice and procedure to maintain positive access control of the SCIF.

A1.4.1.2.1. ESTABLISHES ACCESS CONTROL PROCEDURE.

A1.4.1.2.2. MONITORS ACCESS TO SCIF AND PERFORMS ESCORT DUTY.

A1.4.1.3. PREPARES A LOCAL SCI ACCESS LISTING.

A1.4.1.4. SECURES SCI BURN BAG. Secures SCI burn bag during nonduty hours within an accredited SCIF.

A1.4.1.5. INSPECTS SCIF. Inspects SCIF on a daily basis, and records on appropriate form.

A1.4.2. ESTABLISHES TEMPORARY RELEASE PROCEDURE. Establishes procedure governing temporary release of SCI to persons in a non-SCI accredited area.

A1.4.3. PERFORMS INVENTORY OF CLASSIFIED MATERIAL. Inventories hard copy, tapes, and messages on BRAVO, GAMMA, and Special Access materials.

A1.4.4. PREPARES REQUEST TO COURIER SCI BY COMMERCIAL OR PRIVATE AIRCRAFT REPORT.

A1.4.5. MAINTAINS SCI STORAGE CONTAINER. Numbers and designates storage container, records and safeguards combinations to safe in another SCIF, and changes combinations at least annually.

A1.4.6. FILES CORRESPONDENCE. Obtains correspondence from filing tray. Marks, sorts, and files correspondence.

A1.4.7. DESTROYS SCI DOCUMENTATION. Destroys or retires SCI documentation when no longer required. Travels to destruction site and returns to work center.

A1.4.8. ENSURES DESTRUCTION PRIORITY. Ensures destruction priority is shown on SCI container.

A1.4.9. SUBMITS ANNUAL REPORT OF SCI VOLUME. Submits annual report of the number of cubic feet of SCI handled.

A1.4.10. DISSEMINATES MATERIAL TO CONTRACTOR OR CONSULTANT.

A1.4.11. MAINTAINS CLASSIFIED PRODUCT:

A1.4.11.1. MAINTAINS DIRECTIVE. Maintains directive and other publication relating to product dissemination management.

A1.4.11.2. NOTIFIES RECIPIENT. Notifies intelligence recipient whenever a new all source, or other recurring report series, is established.

A1.4.11.3. WRITES PRODUCT DISSEMINATION REQUEST. Performs research, prepares form, and validates requirement.

A1.4.11.4. MAINTAINS DEFENSE INTELLIGENCE AGENCY (DIA) CONSOLIDATED DOCUMENT CATALOG (CONCAT). Ensures each unit's "Mission Statement" and "Mission Statement Matrix" are current and included in the DIA CONCAT.

★A1.4.12. PROCESSES PROPER AUTHORITY POSITION PAPERWORK. Appoints individual to position to act in the name of the designated "Proper Authority" and sends copy(s) to AF/INXFS.

A1.4.13. ENSURES TRAINING OF SANITATION. Ensures individual appointed by proper authority fully understands sanitation.

A1.4.14. OBTAINS APPROVAL. Obtains approval prior to the introduction and use of SCI in exercises.

A1.4.15. APPLIES CONTROL MARKING. Applies control marking to sanitized and/or decompartmented versions.

★A1.4.16. PREPARES FACT SHEET. Gathers statistics, and prepares Fact Sheet and forwards to MAJCOM and AF/INXFS.

A1.4.17. MAINTAINS EMERGENCY ACTION PLAN (EAP). Maintains and tests EAP annually for specific situations and areas.

A1.4.18. MAINTAINS COMPARTMENTED ADDRESS BOOK. Maintains and updates book.

A1.4.19. REPORTS ON SECURITY INCIDENT/VIOLATION:

A1.4.19.1. PERFORMS PRELIMINARY INQUIRY.

A1.4.19.2. SENDS MESSAGE TO APPROPRIATE AUTHORITY.

A1.4.19.3. PERFORMS INITIAL DAMAGE ASSESSMENT.

A1.4.19.4. APPOINTS INQUIRY OFFICER.

A1.4.19.5. REVIEWS INITIAL INQUIRY REPORT.

A1.4.19.6. ASSIGNS CASE NUMBER. Assigns case number and sends out message to close report.

A1.4.19.7. PROCESSES FINAL INQUIRY REPORT:

A1.4.19.7.1. PREPARES FINAL REPORT. Prepares final report at unit level and submits to higher headquarters.

A1.4.19.7.2. REVIEWS FINAL REPORT. Reviews final report at MAJCOM level, and concurs with final report.

A1.4.20. CONDUCTS SCI SECURITY TRAINING.

A1.4.21. PERFORMS EDUCATION AND AWARENESS TRAINING.

A1.4.22. CONDUCTS NON-SCI ORIENTATION BRIEFING. Conducts briefing for base support staffs (medical, fire, police, personnel, public affairs, and contract monitors).

A1.4.23. PREPARES APPOINTMENT OF SCI SECURITY OFFICIAL.

A1.4.24. PREPARES TEMPORARY CHANGE IN SECURITY POSTURE REPORT.

A1.4.25. PREPARES PUBLIC RELEASE OF INTELLIGENCE MATTERS REPORT.

A1.4.26. PREPARES FISCAL YEAR INSPECTION SCHEDULE REPORT.

A1.4.27. PREPARES ANNUAL DISPOSITION OF NONCURRENT SCI REPORT.

A1.5. CONTRACT MONITOR CONTROL:

A1.5.1. ENSURES CONTRACT MONITOR ADMINISTERS SCI CONTRACT.

A1.5.2. ENSURES VERIFICATION. Ensures the contract monitor verifies that all SCI released to a contractor is essential to contract accomplishment.

A1.5.3. ENSURES ORIGINATOR PERMISSION IS OBTAINED:

A1.5.3.1. ENSURES RECORD MAINTAINED. Ensures that the contract monitor maintains record of all SCI products released to a contractor or consultant.

A1.5.3.2. PROVIDES CONTRACTOR ACCESS RECORD. Provides to the contract monitor contract access record for contractors who visit, or work in, government SCIFs.

A1.5.4. RETRIEVES SCI MATERIAL FROM CONTRACTOR.

A1.5.5. INSPECTS DEACTIVATED CONTRACTOR FACILITY.

A1.5.6. REVIEWS AND SUBMITS SBI INVESTIGATION FOR CONTRACTOR.

A1.5.7. PREPARES CONTRACTOR DATA CALL REPORT.

A1.5.8. PREPARES QUARTERLY LISTING OF SIGINT MATERIAL APPROVED FOR RELEASE TO CONTRACTOR'S REPORT.

A1.5.9. REVIEWS DEACTIVATED CONTRACTOR FACILITY MESSAGE.

A1.6. PRIVACY COMMUNICATION. Provides privacy communication support for all flag officers and government dignitaries.

A1.7. DOCUMENT CONTROL:

A1.7.1. PROCESSES INCOMING MESSAGE. Signs for message, checks addressee, ensures message shows proper SCI markings and ensures each GAMMA document has an access control register attached.

A1.7.2. PROCESSES INCOMING CLASSIFIED CORRESPONDENCE. Opens package from Defense Courier Service or other agency, signs for receipt, sends one copy to originator, and files suspense copy.

A1.7.3. PERFORMS TRACER ACTION. Takes tracer action when a signed receipt is not received.

A1.7.4. PROCESSES INCOMING CLASSIFIED PACKAGE. Opens package from Defense Courier Service or other agency, signs for receipt, sends one copy to originator, and files suspense copy.

A1.7.5. PROCESSES OUTGOING MESSAGE. Checks addressee, ensures message shows proper SCI markings and ensures each GAMMA document has an access control register attached.

A1.7.6. PROCESSES OUTGOING CLASSIFIED CORRESPONDENCE. Obtains envelope, types receipt, places outgoing correspondence in envelope, affixes outside and return addresses.

A1.7.7. PROCESSES OUTGOING CLASSIFIED PACKAGE. Obtains envelope or bulk mailing container, types receipt, wraps package, places outgoing correspondence in envelope or container, affixes outside and return address.

A1.7.8. PICKS-UP AND DELIVERS CLASSIFIED MATERIAL.

A1.7.9. DELIVERS PRODUCT TO DEFENSE COURIER SERVICE (DCS) AGENCY. Prepares (DCS) form, and ensures recipient is authorized.

A1.7.10. DELIVERS PRODUCT TO OTHER AGENCY. Prepares form, and ensures recipient is authorized.

A1.8. AUTOMATED DATA PROCESSING (ADP) SECURITY:

A1.8.1. PERFORMS RESEARCH. Identifies and researches ADP requirement.

A1.8.2. CHECKS TEMPEST REQUIREMENT. Ensures equipment is on the approved list of products.

A1.8.3. INTERFACES WITH USER. Coordinates with user to determine requirement.

A1.8.4. APPOINTS INFORMATION SYSTEM SECURITY OFFICER.

A1.8.5. DETERMINES LOCATION OF EQUIPMENT.

A1.8.6. ESTABLISHES SECURITY CONCEPT OF OPERATION.

A1.8.7. PREPARES ADP ACCREDITATION PACKAGE. Prepares the ADP Accreditation package, reviews the ADP package, and coordinates on the ADP package.

A1.8.7.1. PREPARES ADP PACKAGE.

A1.8.7.2. REVIEWS ADP PACKAGE.

A1.8.7.3. COORDINATES ON ADP PACKAGE.

A1.8.8. SENDS PACKAGE TO APPROVING AUTHORITY.

A1.9. INSPECTION:

A1.9.1. PREPARES FOR INSPECTION TDY:

A1.9.1.1. NOTIFIES COMMAND/AGENCY. Prepares a message and forwards to command and agency on upcoming schedule of TDY.

A1.9.1.2. SENDS CLEARANCE.

A1.9.1.3. PERFORMS RESEARCH. Reviews accreditation package, reviews last inspection report, and researches any open items.

A1.9.1.4. PREPARES PRE-BRIEFING.

A1.9.2. PERFORMS TDY.

A1.9.3. PERFORMS POST-TDY ACTION:

A1.9.3.1. WRITES INSPECTION REPORT AND PREPARES FOLLOW-UP MESSAGE.

A1.9.3.2. OUTBRIEFS SSO OR SIO ON OPEN ITEM.

A1.9.3.3. PERFORMS FOLLOW-UP ON OPEN ITEM.

A1.9.4. PERFORMS LOCAL INSPECTION.

A1.10. PUBLIC RELEASE:

A1.10.1. REVIEWS DOCUMENT. Reviews document for internal or external release.

A1.10.1.1. REVIEWS MILITARY AGENCY DOCUMENT.

A1.10.1.2. REVIEWS CONTRACTOR DOCUMENT.

A1.10.1.3. REVIEWS FOREIGN DISCLOSURE DOCUMENT.

A1.10.2. PROVIDES COMMENTS. Reviews foreign disclosure document for sensitivity and provides comments to the SIO.

A1.10.3. COORDINATES WITH HIGHER HEADQUARTERS OR OTHER AGENCY.

A1.10.4. SANITIZES DOCUMENT. Ensures document is not disclosing any sensitive information to the public.

INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. Refer to AFMS 00AA for a standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Special Security Office/3570			156.29 - 2334.82								
★AIR FORCE SPECIALTY TITLE	★AFSC	GRADE	MANPOWER REQUIREMENT								
Intel Officer	14NX	LTC									
Intel Officer	14NX	MAJ					1	1	1	1	1
Intel Officer	14NX	CPT	1	1	1	1					
Intel Officer	14NX	LT									
Info Mgmt Mgr	3A000	CMS									
Info Mgmt Supt	3A091	SMS									
Info Mgmt Cman	3A071	MSG	1	1	1	1	1	1	1	2	2
Info Mgmt Cman	3A071	TSG						1	1		
Info Mgmt Jman	3A051	SSG				1	1		1	1	2
Info Mgmt Jman	3A051	SGT	1	1	2	2	2	3	3	3	3
Info Mgmt Apr	3A031	A1C		1	1	1	2	2	2	3	3
TOTAL			3	4	5	6	7	8	9	10	11
★AIR FORCE SPECIALTY TITLE	★AFSC	GRADE	MANPOWER REQUIREMENT								
Intel Officer	14NX	LTC						1	1	1	1
Intel Officer	14NX	MAJ	1	1	1	1	1				
Intel Officer	14NX	CPT									
Intel Officer	14NX	LT									
Info Mgmt Mgr	3A000	CMS								1	1
Info Mgmt Supt	3A091	SMS	1	1	1	1	1	1	1		
Info Mgmt Cman	3A071	MSG	1	1	1	1	1	1	1	1	1
Info Mgmt Cman	3A071	TSG			1	1	1	1	2	3	3
Info Mgmt Jman	3A051	SSG	3	3	2	3	3	3	3	4	4
Info Mgmt Jman	3A051	SGT	3	4	4	4	5	5	5	4	5
Info Mgmt Apr	3A031	A1C	3	3	4	4	4	5	5	5	5
							*	*	*	*	*
NOTE: Minimum manning requirement IAW AFI 14-302, <i>Control, Protection, and Dissemination of Sensitive Compartmented Information</i> , requires 3 authorizations. * Indicates these grades and skills can be used as a guide.											
TOTAL			12	13	14	15	16	17	18	19	20

